



How to Submit Requests

Section Change Request – used to add a new or edit an existing section

Rule Exception Request – takes the place of the Course Deviation and Class Change with Enrollment forms, also used to ask the Registrar's Office to process specific changes in Banner (credit hours, cross-list, unique title etc.)

To submit a request, navigate to the **Requests** tab on the top left side of the class Scheduling Management homepage and click the “**+ Create Request**” button.

The screenshot shows the 'Scheduling Management' section of the OSU website. The 'Requests' tab is selected, and the 'CREATE REQUEST' button is highlighted in yellow. A dropdown menu for 'Document type' is open, showing 'All types'.

Selecting “**Section Change**” will prompt you to submit a request to either **ADD** a new section or **EDIT** an already existing section. We kindly ask that you refrain from submitting requests to change section details that are editable in the Section Dashboard.

New Request » Section Change

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

Term	Spring 2024
Type of change	Add Section
Select a course	A&S 1111 A&S First Year Seminar

New Request » Section Change

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

Term	Spring 2024		
Type of change	Edit Section		
Select a course	A&S 1111 A&S First Year Seminar	Which section?	A&S 1111 - 21912

The option to “Add a section from Course Inventory” should only be used for courses that do not yet have sections scheduled for the selected term.

Selecting “Rule Exception” from the drop-down list of Request Types will prompt you to submit an exception request for a single, specific rule. Rule exceptions do not allow the ability to edit the section within the request. All section change details must be provided in the reason for the request field.

New Request » Rule Exception

Rule Exception requests allow you to request a rule exception for a single, specific rule.

Term:

Fall 2024

Select a course

A&S 1111 A&S First Year Seminar

Which section?

A&S 1111 - 60036

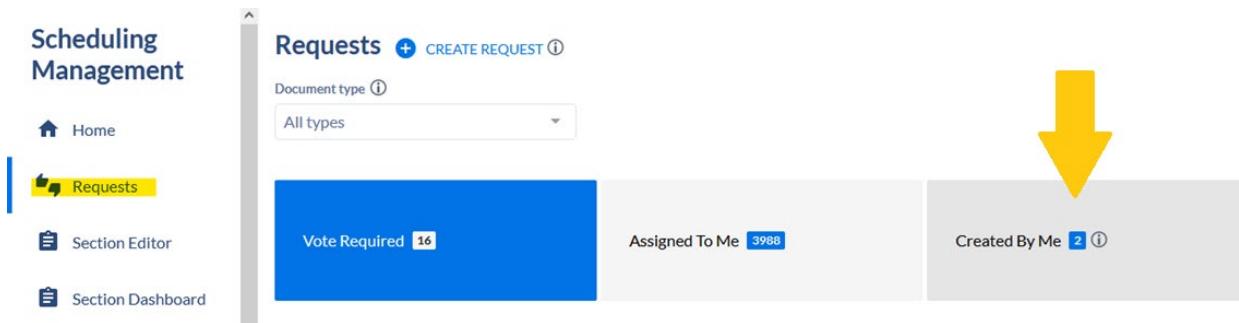
Rule

Class Change with Meetings or Enrollment

Customized workflows have been created to accommodate various requests and obtain proper approvals. For example, section requests that deviate from standard parts of term or official class times will route to the Registrar’s office to ensure instructional minutes are met and then to Dean/Vice Provost. Online, Blended Hybrid requests will route to the Vice Provost of ITLE for review/approval. Tulsa or outreach requests will route to the appropriate college/campus level approvers.



Checking the Status of a Request:

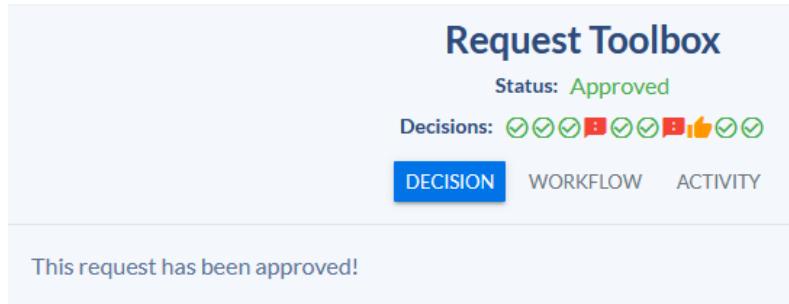


The screenshot shows the Scheduling Management homepage. On the left, there is a sidebar with links: Home, Requests (which is highlighted with a yellow box and a yellow arrow pointing to it), Section Editor, and Section Dashboard. The main content area has a header 'Requests' with a 'CREATE REQUEST' button. Below the header is a 'Document type' dropdown set to 'All types'. The main content area is divided into three sections: 'Vote Required' (16), 'Assigned To Me' (3988), and 'Created By Me' (2). The 'Created By Me' section is also highlighted with a yellow box and a yellow arrow pointing to it.

To view the status of a request that you are the author of, click the **Requests** tab on the left side of the class Scheduling Management homepage, the “Created by Me” box in the middle of the page:

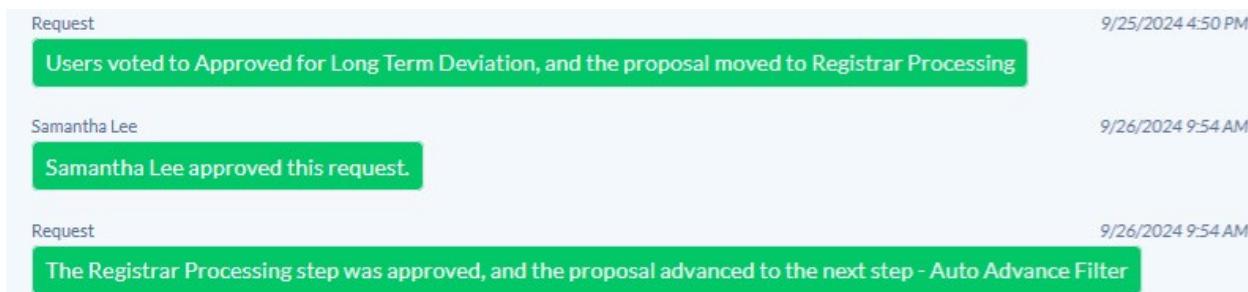
NAME	PROPOSAL TYPE	CURRENT STEP ⓘ	REQUEST STATUS ⓘ
<input checked="" type="checkbox"/> [REDACTED]	Rule Exception	 	Pending
Added 10 minutes ago by [REDACTED]			

This will display all requests submitted by you. Click on the section name to review the details of the request on the left side of the screen. On the right side is the **Request Toolbox**:



The screenshot shows the Request Toolbox. It displays the status as 'Approved' and decisions as 'Pending'. There are three tabs: DECISION (which is highlighted with a yellow box and a yellow arrow pointing to it), WORKFLOW, and ACTIVITY. A message at the bottom says 'This request has been approved!'

If the request has been completely approved and processed, the Status will be displayed as **Approved**. If the status is displayed as **Pending**, you can click on the WORKFLOW tab to review at which step the request currently resides, as well as the ACTIVITY tab to review any notes made by participants in the workflow.



The screenshot shows the WORKFLOW tab. It displays a step named 'Registrar Processing' with a status message: 'The Registrar Processing step was approved, and the proposal advanced to the next step - Auto Advance Filter'. The timestamp for this message is 9/26/2024 9:54 AM.

Clicking on each step name under the WORKFLOW tab will open a new window with the name of the step reviewer and their email address:

Registrar Review



The screenshot shows the Registrar Review window. It lists participants: 'Registrar Classroom Scheduling' and 'Jennifer Ferguson'. Each participant has a small blue info icon next to their name. A yellow arrow points down to the 'Registrar Classroom Scheduling' entry.

- Participants
- Registrar Classroom Scheduling ⓘ
- Jennifer Ferguson ⓘ